# INSTRUCTIONS

## FOR OPERATING AND MAINTAINING THE PORTABLE TYPEWRITER

# HERMES Baby

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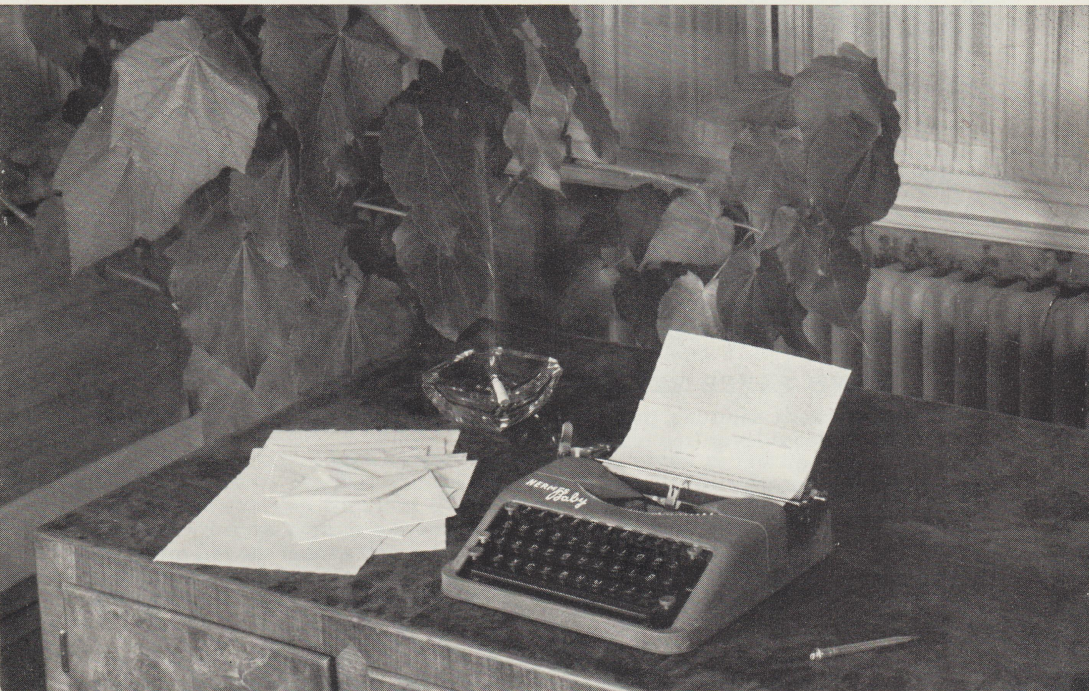
MANUFACTURED AND GUARANTEED BY
BRITISH TYPEWRITERS LTD.
WEST BROMWICH (ENGLAND)
FOR PAILLARD LTD., YVERDON (SWITZERLAND)



1. **THE SPACE BAR**

is used for spacing between words.

2. **SHIFT LOCK KEY**

When writing consecutive capital letters or upper case characters, depress the shift lock key. This will lock the carriage in the "capital" position. To release the carriage into the normal position, press left hand shift key (3).

3. **LEFT HAND SHIFT KEY**

For writing capital letters or upper case characters, hold down either this key or right hand shift key (22).

4. **MARGIN RELEASE KEY**

At the finishing end of the line the carriage is locked automatically 7 spaces after the bell has rung. If it is required to write beyond this point in order to finish a word etc., depress the margin release key once and typing can be continued to the end of the platen. The same key enables also writing beyond the left hand margin without moving the margin stop (10).

5. **RIBBON SPOOL COVER, left and right**

For changing the ribbon, lift these covers by the narrow end.

6. **WRITING ON DRAWN LINES**

To write on drawn lines such as orders, ruled paper, etc., turn the left platen knob towards you, holding the right platen knob firmly. This releases the platen clear of the ratchet, and it can be turned to the exact line. To reset the platen make the reverse operation.

7. **LINE SPACE LEVER**

For writing, release the line space lever by drawing locking knob (8) towards you. Lift the arm of the lever to make it longer.
To lock the lever when closing the carrying case, fold down the line space lever arm, and close the lever towards the platen knob. Lock it in this position by pushing the locking knob (8) backwards. Center the carriage proceeding as shown under 13.

8. **THE 2 LINE SPACINGS**

Make sure first that the left hand platen knob (6) is well locked. For single spacing, place the locking knob (8) in front of figure "1", and for double spacing, place it in front of figure "2". The required spacing is obtained automatically by returning the carriage with a finger of the left hand. Press the finger against the line space lever, moving the carriage as far as it will go to the right. For returning the carriage to the left and for writing on drawn lines, see 16 and 6.

9. **LEFT HAND PAPER RELEASE LEVER**

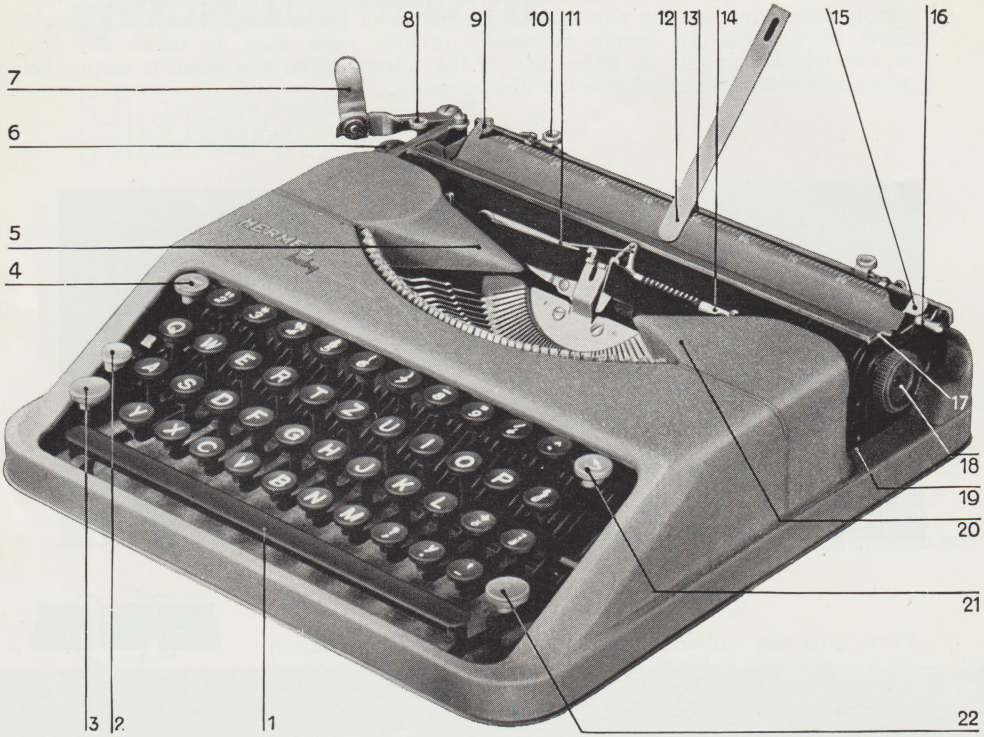
If the paper needs adjusting, pull this lever towards you. Hold the lever, adjust the paper, then release lever (see also under 15).

10. **MARGIN STOPS**

These govern the length of the writing line. Move the margin stops by pressing down lightly on the knob and sliding them to right or left so that the red arrow on the margin stop registers with the mark on the paper plate you have chosen. Another method of setting the margins is to place the carriage in the position for writing the

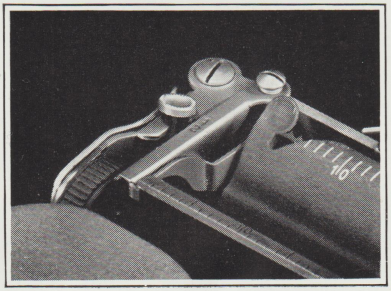
# HERMES Baby

List of features

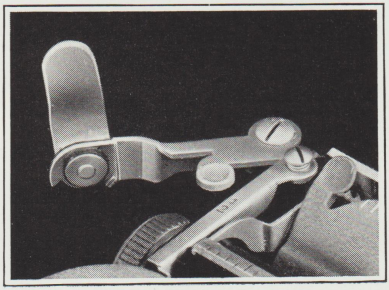



## LINE SPACE LEVER

shut



open



first character of the line, and sliding the left hand margin stop to the right until it stops automatically. Then move the carriage to the position where the line is required to finish, and slide the right hand margin stop to the left until it stops automatically.

11. **RAPID UNDERLINING AND DRAWING OF COLUMNS**

Put a pencil point through the hole in the line indicator, move the carriage sideways, when whole lines can be underlined quickly. To draw columns, put the pencil point through the hole in the card grip, move the carriage sideways when a horizontal line will be drawn. For vertical lines turn the platen knob.

12. **PAPER SUPPORT ARM**

Before writing put this support into vertical position.

13. **CENTERING OF THE CARRIAGE**

Before fitting the case on the machine, move the carriage so that the red notch on the margin rail registers with the carriage centre stop at the rear of the rail.

14. **LINE INDICATOR**

This indicates the base of the writing line and the small graduated scale on the right has lines corresponding with the centre of the characters (important for finding exact writing position when making corrections, additions, etc.).

15. **RIGHT HAND PAPER RELEASE LEVER**

If the paper needs adjusting, pull this lever towards you. This will release the paper table and hold it in this position until the lever is pushed back.

16. **CARRIAGE RELEASE LEVER**

This allows the movement of the carriage to left or right. Operate it with your index finger by pressing your thumb against platen knob.

17. **PAPER BAIL LEVER**

Lift paper bail by this lever when introducing the sheet, or when making corrections.

18. **RIGHT HAND PLATEN KNOB**

By means of this knob, the platen can be turned and the carriage moved to left or right if operated as shown under 16.

19. **MANUAL RIBBON REVERSE LEVER**

When the end of the ribbon is reached the ribbon is automatically reversed so that it winds from the full spool on to the empty spool. If for any reason it is desired to reverse the ribbon by hand, push one of the two hand reverse levers towards the centre of the machine.

20. **RIBBON SPOOL COVER**

See under 5.

21. **BACK SPACE KEY**

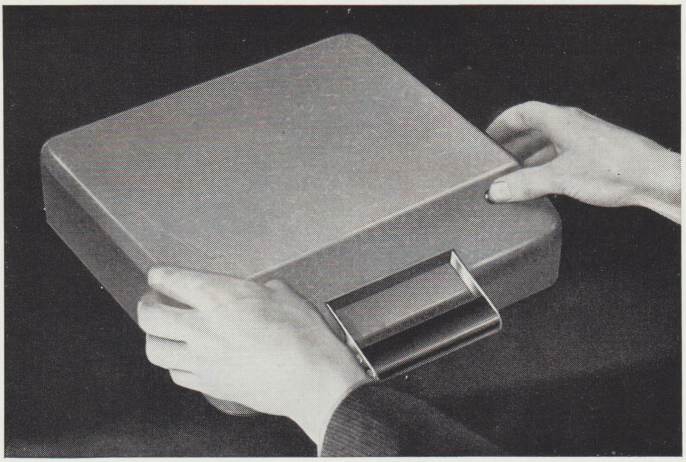
If you wish to move the carriage backwards, depress this key as many times as necessary.

22. **RIGHT HAND SHIFT KEY**

For writing capital letters or upper case characters, hold down either this key or left hand shift key (3).

## OPENING OF CARRYING CASE

Place the machine on its rubber feet, flat on the desk. Put your hands as shown in illustration and depress the 2 knobs with your thumbs. Lift the case upwards and backwards, thus releasing it from the 2 hooks at the rear. Your Hermes Baby is now ready for use.



## CLOSING OF CARRYING CASE

The closing is entirely automatic. However, before replacing case, move the carriage to the centre 13 folding down line space lever and pressing it against platen knob 6 . Place machine flat on desk and adjust case, rear end first. Your Hermes Baby is now ready for carrying.

## CARE OF THE MACHINE

Keep your Hermes machine as clean as possible. Always cover it after you have finished work. When an eraser is used, move the carriage either to the extreme left or right to avoid the eraser dust falling into mechanism.

## MACHINE NUMBER

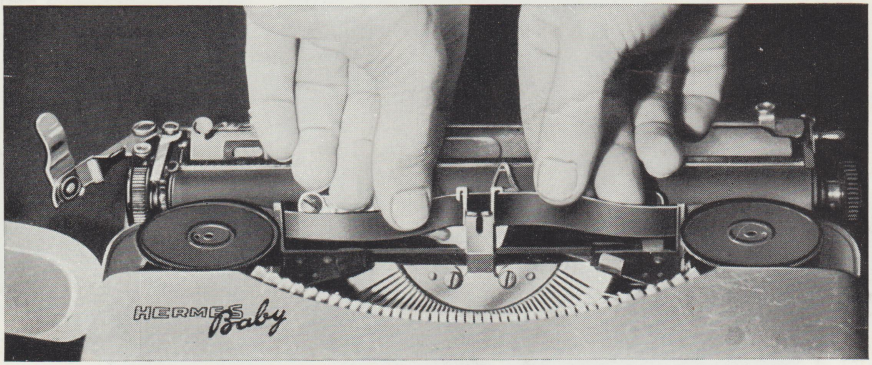
The machine number is stamped behind the right hand side of the carriage and can easily be seen by moving the carriage to the extreme left. This number should be quoted in any communication regarding this machine.

## RIBBONS

When buying ribbons preference should be given to the original Hermes Baby ribbon which can be obtained from all Hermes agents the world over. You may use the ordinary standard 13 mm ribbon provided it is fitted with eyelets at each end.

## CHANGING THE RIBBON

Lift spool cover by narrow end and wind the ribbon completely on to one of the 2 spools by turning spool with finger. Depress the shift lock key 2 . This brings the ribbon higher and makes it more accessible. Take the ribbon out of ribbon lifters through the slot and lift off the 2 spools. Detach the end of the old ribbon from the empty spool and fix the new ribbon by means of the holder. Place the 2 spools back in position. To assure automatic reverse, care must be taken that the eyelet which appears on either end of the ribbon when one spool is empty, be placed between the spool and the ribbon guide.



Now pass the ribbon between the platen and the ribbon lifter and insert it **from behind** (see small illustration) and not from the front, through the slots on the left and right of the ribbon lifter 2. Shift lock 2 may then be released.

## CLEANING THE TYPE

Use a hard brush - do not use pins or other metallic instruments. If a brush is not available, use a sharpened match stick. Take care to see that the dust does not fall into the mechanism.

## CLEANING THE PLATEN

The platen must be cleaned only with methylated spirit. Never use petrol or benzine, which tend to destroy the rubber.

## OILING

It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. Never in any circumstances oil the type bars and segment. It is well to have your machine cleaned and oiled at least once a year by one of our Hermes agents. The Hermes Baby is serviced in every country.

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